Production Tests with Objective Tests
Individual (or Team of Two for Desktop Publishing)

Overview: These events consist of two parts: a production test and a 60-minute objective test. No calculators are allowed to be used on the production test. Students must provide their own non-graphing calculators for the objective test portion of this event. Cell phone and PDA calculators are not allowed. Number 2 pencils are required for the objective test portion of this event.

- **Accounting II**
- **Computer Applications**
- **Database Design & Application**
- **Desktop Publishing**
- **Spreadsheet Applications**
- **Word Processing**

Regulations

- *Refer to National Competitive Event Guidelines for description and procedures.*

Eligibility

- A member may enter only one individual or team event and one chapter event. A member may enter only one individual or team event and one chapter event. Who's Who in FBLA and Future Business Educator does not count as an event.
- **Refer to the Wisconsin FBLA Calendar for RLC and SLC Testing Windows**. If the production test is not completed during the testing window, then participant is disqualified.
- If objective test is not taken at the conference, then the participant is disqualified.
- **An onsite testing administrator will need to be submitted with the chapter's registration; however, Desktop Publishing students have all year to produce a solution to the problem and submit two folders for prejudging by the submission dates for RLC and SLC.**
- Completed production test materials must arrive at the **RLC Host School by the third Friday in January for RLC or the State Office by the first Wednesday in March for SLC.**

Judging

- The production problem will be used to break a tie.
- All decisions of the judges are final.

Production Tests with Objective Tests (Continued)
Individual (or Team of Two for Desktop Publishing)

Event Name	Production Test Time	Production Test Competencies	Objective Test Competencies
Accounting II	1 hour	Financial statements | bank reconciliations | payroll | trial balance | journalizing | inventory | depreciation | adjusting/closing entries	Financial statements | corporate accounting | ratios and analysis | accounts receivable and payable | budgeting and cash flow | cost accounting/ manufacturing | purchases and sales | journalizing | income tax | payroll | inventory | plant assets and depreciation | departmentalized accounting | ethics | partnerships
Computer Applications	2 hours	Creating, searching, and querying databases | spreadsheet functions and formulas | text slide graphics and presentations | business graphics | word processing	Basic computer terminology and concepts | presentation, publishing, and multimedia applications | email | integrated and collaboration applications | netiquette and legal issues | spreadsheet and database applications | security | formatting, grammar, punctuation, spelling, and proofreading
Database Design & Application	1 hour	Multiple table database design | table creation, inserting data into tables | table SQL statements | creation of forms/reports	Data definitions/terminology | query development | table relationships | form development | reports and forms
Desktop Publishing	Submitted in Advance for Judging	Students have all year to produce a solution to the problem and submit two copies in folders for prejudging. **TOPIC** *Some of your friends have started their own band and have asked you to be their marketing manager. You have been given the task to develop their promotional materials. You will need to design a poster that they will display in towns where they perform, a brochure they will send to different markets promoting the band, a business card, and quarter-page advertisement they will use for newspapers, magazines, and other areas.*	Basic desktop terminology and concepts | related desktop application knowledge | digital imaging and graphics | desktop layout rule and standards | safety, ethics, and legal issues | print process | message presentation, accuracy, and proofreading
Spreadsheet Applications	1 hour	Basic mathematical concepts | data organization concepts | creating formulas | functions | generate graphs for analysis purposes | pivot tables | create macros | filter and extract data	Formulas | functions | graphics, charts, reports | purpose for spreadsheets | pivot tables and advanced tools | macros and templates | filters and extraction of data | format and print options
Word Processing	1 hour	Production of all types of business forms | letters and mail merge | memos | tables | reports (including statistical) | materials from rough draft and unarranged copy | email messages	Related application knowledge | advanced applications | document formatting rules and standards | grammar, punctuation, spelling, and proofreading | printing

Desktop Publishing

Individual OR Team Event

Eligibility
- Each local chapter may submit one (1) entry.
- Each entry must be created by an individual or a team of two (2) individuals.
- No more than one (1) team member may have competed in the event at a prior NLC or have competed more than two (2) years at the national level.
- Between the RLC and SLC, or between the SLC and NLC (prior to the skilled exam), in the case of an unforeseen situation, one (1) team member may be substituted with the approval of the State Office.
- **One** member may have competed in this event at an NLC.

Procedure
- Participants may use any desktop publishing software to complete the project.
- The finished product must be submitted in color.
- Refer to copyright guidelines found in the Format Guide.

2015 Topic
> *Some of your friends have started their own band and have asked you to be their marketing manager. You have been given the task to develop their promotional materials. You will need to design a poster that they will display in towns where they perform, a brochure they will send to different markets promoting the band, a business card, and quarter-page advertisement they will use for newspapers, magazines, and other areas.*

Administration of Events

RLC	SLC
Production worth 85% of competitor's overall score—note: the production work for this event may be completed without a test administrator at any time leading up to the submission deadline.	Production worth 85% of competitor's overall score—note: the production work for this event may be completed without a test administrator at any time leading up to the submission deadline.
Objective test taken collaboratively at RLC **and makes up 15% of total score.**	**Objective test taken collaboratively** and makes up 15% of total score.
Both team participants must be registered for the RLC.	Both team participants must be registered for the SLC.
At least one member of the team must attend and take written test at RLC.	At least one member of the team must attend and take written test at SLC.
Top THREE finishers advance to SLC competition.	Top THREE finishers advance to NLC competition.

Judging
- The rating sheet(s) the judges will use are found in the Wisconsin Competitive Event Guidelines.